

APPLICATION FOR JUDICIAL BRANCH FEDERAL EMPLOYMENT - AO 78

If you need additional space, continue under "Remarks" listing item number.

1. Name: Last, First, Middle Initial 2. Phone Number 3. Social Security Number
4. Present Address 5. Place of Birth
6. Other names used for employment purposes 7. Date of Birth City _____
State _____
Foreign Country _____
8. Are you a U.S. Citizen? ☐ yes ☐ no ☐ Give the Country of your citizenship _____
- a. Were you ever a federal civilian employee? ☐ yes ☐ no ☐ If yes, highest civilian grade/salary: _____
grade/salary
- b. Are you receiving any federal annuity or severance payment? ☐ yes ☐ no
9. Do you have any relatives who are Judges, Officers, or employees of the United States Courts? ☐ no ☐ yes If so, give their names, positions, and relationships to you.
10. Have you ever been discharged from a position or asked to resign under the threat of discharge? ☐ yes ☐ no ☐ If yes, explain under Remarks.
11. Have you ever been convicted of a crime? ☐ yes ☐ no (You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offense law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$100 or less;) If Yes, explain under Remarks.
12. EDUCATION
- a. Do you have a high school diploma or G.E.D.? ☐ no ☐ yes ☐ If yes, Date of Completion _____

b. Name/ location of colleges/ universities attended (including law schools)	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or Scholastic Standing
		Quarter	Semes.			
Chief Undergraduate Subjects	Credit Hours		Chief Graduate Subjects			Credit Hours
	Quarter	Semester				Quarter Semester

- c. Specify special skills, accomplishments, awards, honors, fraternities, sororities & societies. ☐ none
- d. Other schools or training such as a trade, vocational, military, or business. Give for each: Name and location of school, dates attended, subjects studied, certificates, and other pertinent data.

13. MILITARY SERVICE

- a. Have you ever served on active duty with the military? ☐ no ☐ yes ☐ If yes, attach a copy of DD 214, Notice of Separation

APPLICANTS FOR LEGAL POSITIONS

- a. Are you admitted to the Bar? ☐ no ☐ yes ☐ If yes, list the bar(s) to which admitted and dates of admission:
Is your Bar membership ☐ Active ☐ Inactive
- b. Did you attend a Bar review course? ☐ no ☐ yes ☐ If yes, Dates Attended (mo/day/year): From _____ To _____

WORK EXPERIENCE

Including experience while in military service.

(Start with your present position and work back 10 years. Use additional page if necessary.)

May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first. ☐ yes ☐ no

A

Date of Employment (month, day, year) Number of hours worked/week: _____ Exact Title of Position: _____

From: _____ To: _____

Salary: \$ _____ Per _____ Classification Grade/Level _____ (If in federal service)

Final Salary: \$ _____ Per _____ Place of Employment: City: _____ State _____

Kind of Business or Organization: _____ Country: _____

Name and Address of Employer (firm, organization, etc.) _____ Name and Title of Immediate Supervisor _____

Business Telephone: _____ Area Code: _____ Number: _____

Reason for Leaving _____

Description of Work _____

B

Date of Employment (month, day, year) Number of hours worked/week: _____ Exact Title of Position: _____

From: _____ To: _____

Salary: \$ _____ Per _____ Classification Grade/Level _____ (If in federal service)

Final Salary: \$ _____ Per _____ Place of Employment: City: _____ State _____

Kind of Business or Organization: _____ Country: _____

Name and Address of Employer (firm, organization, etc.) _____ Name and Title of Immediate Supervisor _____

Business Telephone: _____ Area Code: _____ Number: _____

Reason for Leaving _____

Description of Work _____

REMARKS: (Use this space for continuation of answers. List the number of items being continued.)

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ADDENDUM

CERTIFICATIONS, DISCLOSURES, OTHER INFORMATION

(Include all information, answering each question asked fully and completely. In the event information is unknown or not applicable, you may use "Unknown" or "N/A".)

1. What is your business telephone number: (____) ____ - _____
2. SEX? Male ☐ Female ☐
3. Hours you are willing to work? ☐ 40 hrs per week ☐ Less than 40 hrs per week ☐ 5-10 hrs per week Overtime ☐ 5-10 nights a month
☐ Night differential ☐ Weekend work ☐ Travel (2-3 times per month) ☐ Frequent travel (5-10 times per month)
4. Are you fluent or passably fluent in any language other than English? ☐ no ☐ yes ➡ If yes, what is the language: _____
5. What types of Certifications or Licenses do you possess?

Certification/License Name	Date Received	City/State Where License is Authorized
	Still Current? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Still Current? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Automation Skills: (Please list)		

6. Can you type? ☐ no ☐ yes ➡ If yes, what is your typing speed: _____
7. What type of job are your applying for? _____
8. What high school did you graduate from? _____ City/State: _____
9. Are you now under charges for any violation of the law? ☐ no ☐ yes ➡ If yes, explain:

10. Are you delinquent on any federal debt? ☐ no ☐ yes ➡ If yes, explain: _____

REFERENCES

Name	Business Title/Occupation	Telephone Number (Daytime)

YOU MUST SIGN THIS APPLICATION, Read the following carefully first.

A successful OPM background check is required for employment as a federal probation officer. A complete position description is posted in the United States Probation Office. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court. Each recipient of federal wage, salary, or retirement payments shall designate one or more financial institution or other authorized payment agents and provide the payment certifying or authorizing agency information necessary for the recipient to receive electronic funds transfer payments through each institution so designated, pursuant to the Federal Financial Management Act of 1994 [Title V, Section 402, section 333.2].

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

- ☐ A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).
- ☐ If you are a male born after December 31, 1959, you must be registered with the Selective Service System or have a valid exemption in order to be eligible for federal employment. You will be required to certify as to your status at the time of appointment.
- ☐ I understand that any information I give may be investigated as allowed by law or Presidential Order.
- ☐ I consent to the release of information about my ability and fitness for federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists and other authorized employees of the Federal Government.
- ☐ I certify that, to the best of my knowledge and belief, all of my statements are true, correct complete, and made in good faith.

11. SIGNATURE (Sign application in dark ink)	DATE (Month, Day, Year)
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WORK EXPERIENCE

(Use as additional space for work experience not included in Part A or B.)

Date of Employment (month, day, year) _____		Number of hours worked/week: _____		Exact Title of Position: _____	
From: _____		To: _____			
Salary: \$ _____	Per _____	Classification Grade/Level _____		(If in federal service)	
Final Salary: \$ _____	Per _____	Place of Employment: City: _____		State _____	
Kind of Business or Organization: _____		Country: _____			
Name and Address of Employer (firm, organization, etc.) _____			Name and Title of Immediate Supervisor _____		
Business Telephone: _____	Area Code: _____	Number: _____			
Reason for Leaving _____					
Description of Work _____					

Date of Employment (month, day, year) _____		Number of hours worked/week: _____		Exact Title of Position: _____	
From: _____		To: _____			
Salary: \$ _____	Per _____	Classification Grade/Level _____		(If in federal service)	
Final Salary: \$ _____	Per _____	Place of Employment: City: _____		State _____	
Kind of Business or Organization: _____		Country: _____			
Name and Address of Employer (firm, organization, etc.) _____			Name and Title of Immediate Supervisor _____		
Business Telephone: _____	Area Code: _____	Number: _____			
Reason for Leaving _____					
Description of Work _____					